

Conflict of Interest Code
of the

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730)
by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Director and forward the originals of such statement(s) to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 5

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Department of Children and Family Services employee, any representative or association of such employee; and business positions or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee's spouse or other financial dependent.

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

EXHIBIT "A" (Cont'd)

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Director of Children and Family Services or his or her designee of the agency. (See footnote in Exhibit "B" for clarification.)

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director of Children and Family Services (UC)	1, 2, 3
Chief Deputy Director, CFS (UC)	1, 2, 3
Administrative Deputy III, CFS (Bureau of Finance & Administration)	1, 2, 3
Assistant Division Chief, CFS (Contracts)	1, 2, 3
Division Chief, CFS (Executive Office)	1, 2, 3
Executive Director, ICAN	2, 3
Senior Deputy Director, CFS (UC)	2, 3
Deputy Director, CFS (UC)	2, 3
Children Services Administrator II (Executive Office, Internal Affairs, Trust Fund, Litigation/Risk Management)	2, 3
Children's Service Administrator III (Executive Office)	2, 3
Children's Service Administrator III (Litigation/Risk Management)	2, 3
Division Chief, CFS (Revenue Enhancement)	2, 3
Division Chief, CFS (Fiscal Operations)	2, 3
Division Chief, Risk Management	2, 3
Chief Physician I	2, 3
Regional Administrator (Services Bureau One, Two, Three, Four)	2, 3

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

EXHIBIT “B” (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Head Administrative Investigations	2, 3
Appeals Hearing Specialist	2, 3
Departmental Civil Service Representative	2, 3
Departmental Employee Relations Representative	2, 3
Departmental Human Resources Manager III	2, 3
Human Services Administrator I	2, 3
Human Services Administrator III	2, 3
Senior Departmental Employee Relations Representative	2, 3
Administrative Service Manager I (Internal Affairs, Labor Relations, Civil Rights/Affirmative Action, Performance Management)	5
Head Departmental Civil Service Representative	5
Personnel Officer III	5
Administrative Services Manager II (Internal Affairs, Labor Relations, Civil Rights/Affirmative Action)	5
Administrative Service Manager III (Employee Relations)	5
Supervising Appeals Hearing Specialist	5
Administrative Services Division Manager	4
Administrative Services Manager I (Contracts & Procurement)	4
Administrative Services Manager II (Contracts, Procurement)	4
Administrative Service Manager III (Space)	4
Administrative Service Manager III (Procurement)	4

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

EXHIBIT “B” (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Assistant Division Chief, CFS (Budget, Finance, Management Information Division)	4
Children Services Administrator I	4
Children’s Service Administrator III (Office of Medical Director)	4
Departmental Public Affairs Manager, (Chief, Public Affairs)	4
Division Chief, CFS	4, 5
Executive Assistant, CFS (Executive Office)	4
Assistant Regional Administrator, CFS	4, 5
Administrative Assistant III	4
Child Placement Coordinator	4
Departmental Information Security Officer II	4
Information Systems Analyst I	4
Information Systems Analyst II	4
Information Technology Manager I	4
Information Technology Manager II	4
Information Technology Specialist I	4
Information Technology Security Specialist	4
Departmental Chief Information Officer I	4
Principal Application Developer	4

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

EXHIBIT “B” (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Procurement Assistant I	4
Procurement Assistant II	4
Project Administrator, ICSC	4
Principal Application Developer	4
Principal Geographic Information Systems Analyst	4
Senior Application Developer	4
Senior Information Systems Analyst	4
Supervising Transportation Worker, DCS	4
Warehouse Worker III	4
Consultants/New Positions*	6

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Director of Children and Family Services or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director of Children and Family Services or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE DATE: 09/02/2015